

U.S. Department of Labor

Employment and Training Administration
The Curtis Center, Suite 815 East
170 S. Independence Mall West
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Reply to the Attention of: II TGJ/OSA

December 15, 2002

DIRECTIVE:	REGION 2 PRH SUPPLEMENT NO.	3.2R8
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TO:

ALL REGION II CENTER DIRECTORS
ALL REGION II JOB CORPS CONTRACTORS AND
AGENCY PARTNERS
ALL REGION II JOB CORPS CONTRACTORS

SUBJECT: VOCATIONAL CHANGE REQUESTS

1. **Purpose:** To establish instructions for centers, operators, and agency partners to request vocational changes.
2. **Background:** Procedures for submitting vocational change requests were last published in PRH-4, Appendix 407 of April 1997, and amplified in RFI 02-19. We continue to monitor progress of trades through the VTRC. Our goal is to ensure we have trades that will deliver quality outcomes, along with a change mechanism that is streamlined, consistent, and manageable.
3. **Action:** Center directors, operators and agencies are to prepare and submit vocational change requests as outlined in the attached Vocational Change Request Manual dated 12/15/03. A separate Excel spreadsheet is provided as attachment 4, Summary/Detail of Changes Proposed.
4. **Questions:** Contact your project manager if you have any questions.
5. **Rescissions:** RFI 02-19 of 2/26/02.

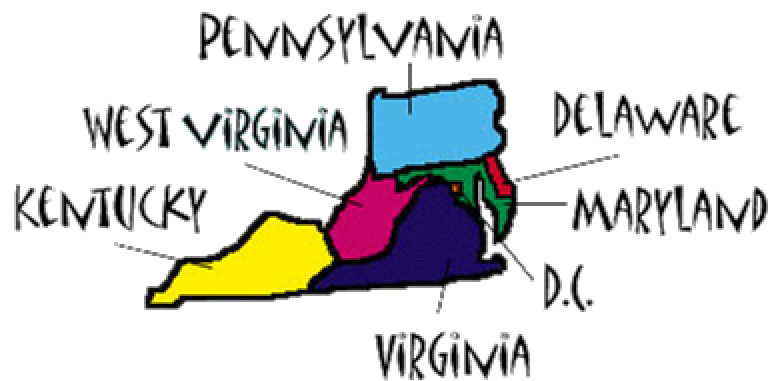
Lynn Intrepidi
Regional Director,
Office of Job Corps

Attachment

U.S. DEPARTMENT OF LABOR

REGION 2

PHILADELPHIA



VOCATIONAL CHANGE REQUEST MANUAL

December 15, 2003

Vocational Change Requests

A. Policy

1. The Regional Director must approve any changes in vocational offerings at the centers, including addition or deletion of programs or changes in the number of training slots available before any changes can be effected.
2. Requests for changes in vocational course offerings may be made by the center operator, agency, or project manager, and must be submitted to the Regional Director for approval.
3. The Request for changes in vocational course offerings must include:
 - a. Narrative
 - b. LMI/Placement Outlook
 - c. Current/Proposed Design
 - d. Summary/Detail of changes proposed
 - e. Materials/Equipment Lists
 - f. Proposed 2181s
 - g. Proposed Organizational Chart
4. The Requests for change must be submitted utilizing the format prescribed herein.
5. After approval of the Regional Director, selection of the center operated vocational training courses must be written into contract requirements. In the case of federally operated centers, the Federal Operator and the Job Corps Regional Director must approve selection of the offering mutually.
6. All vocational offerings of national training contractors (NTCs), and modifications thereto, must be contracted for by the National Office, after consultation with the Regional Director.

B. Procedure

1. Center Directors, Operators, or Agency Heads are to prepare and submit a Vocational Change Request, in consultation with the Regional Office Project Manager. All requests are to be forwarded to the Regional Director in the format prescribed herein.
2. Upon receipt, the Project Manager should review the vocational change request package in accordance with the instructions provided on Attachment 8.
3. If recommended for approval, the request is forward to Division Chief for concurrence and to obtain secure additional funding or coordinate reduction of the estimated cost of the contract. Upon review and acceptance of the Division Chief, the request is forwarded to the Regional Director for final approval.

4. The Regional Office Project Manager will prepare a contract modification based upon the approval of the Regional Director. Additionally, the proposed budget and organizational chart is to be approved and returned to the originator.
5. The project manager will provide ongoing monitoring of the trade change and ensure transition is completed in a timely and cost efficient manner.

C. Required Elements

1. NARRATIVE – ATTACHMENT 1

Summary of the reasons for the change, analysis of outcomes, occupational outlook, wage, and availability of resources.

2. LMI/PLACEMENT OUTLOOK – ATTACHMENT 2

Center, CIC and CTS staff should collaborate and complete this form or provide sufficient LMI data, including source information to justify trade change proposed. A separate form and or back-up must be provided for each program added or increased.

3. CURRENT/PROPOSED DESIGN – ATTACHMENT 3

Centers must list all the vocational offerings prior to proposed change and all offerings after the proposed change.

4. SUMMARY/DETAIL OF CHANGES PROPOSED – ATTACHMENT 4

This spreadsheet summary and detail provides the Regional Office an overview of anticipated costs for the proposed change. The detail includes one-time, ongoing, and VST cost data. The National Office will use this form when NTC trades are being considered. No entry should be made by Centers in line 7.

5. TAR/MATERIALS/EQUIPMENT LISTS – ATTACHMENT 5

Copies of the TAR, Materials and Equipment, with prices must be provided to support trade change. Use of the Job Corps Curriculum Guide is favored for approved trades. Centers should provide detail on all supplemental material proposed.

6. PROPOSED 2181s – ATTACHMENT 6

If the vocational change will require a budget revision, the current and subsequent budget ETA 2181 must accompany the change request. The proposed costs shall be based upon the anticipated start date of the trade change. Since this is a proposed figure, only the ADJUSTMENTS column should be filled out. Additionally, check the PROPOSED

REVISION FOR block, on the lines provided, and indicated VOCATIONAL CHANGE REQUEST.

7. PROPOSED ORGANIZATIONAL CHART – ATTACHMENT 7

To expedite the approval process, centers must forward a proposed organizational chart that incorporates the proposed vocational change.

8. REGIONAL OFFICE REVIEW FORM – ATTACHMENT 8

This form is used by Regional Office Project Managers to review the content of Vocational Change Requests and to recommend approval to the Regional Director. The concurrence of the Regional Director will be provided to the National Office when recommending NTC changes. Since this is a Regional Office requirement, the form does not have to be included in the original request.

D. Timetable

1. Vocational Change Requests shall be submitted at least 90 days prior to the recommended start date. This time period will allow for trade transition, completion or trade change of current trade students, hiring and training of new staff, as necessary, and processing of approvals.
2. Once all approvals are obtained, the Regional Office will issue a contract modification and require the contractor to prepare and submit a new budget in accordance with the PRH.

SAMPLE COVER LETTER FOR VOCATIONAL CHANGE REQUEST

Date

Ms. Lynn Intrepidi, Regional Director
U.S. Department of Labor
Employment & Training Administration
Office of Youth Services & Job Corps (Region II)
The Curtis Center
170 South Independence Mall, Suite 815 West
Philadelphia, PA 19106-3315

Attn: Name, Project Manager

Re: **Vocational Change Request – Contract #**

Dear Ms. Intrepidi:

Enclosed you will find information and documentation supporting our vocational change request as follows:

1. Trade(s) Proposed for Reduction/Closure and Number of Slots
2. Trade(s) Proposed for Addition/Expansion and Number of Slots

Summary statement indicated rationale for proposed requests. If you have any questions regarding this request or the information contained herein, please contact me.

Sincerely,

Type Name,
Center Director

Attachments

- 1 Narrative
- 2 LMI/Placement Outlook
- 3 Current/Proposed Design
- 4 Summary/Detail of changes proposed
- 5 TAR/Materials/Equipment Lists
- 6 Proposed 2181s
- 7 Proposed Organizational Chart